

# COMO ZOO & CONSERVATORY

## *VOLUNTEER SERVICES OFFICE*

1325 AIDA PLACE \_ SAINT PAUL, MN 55103 \_ PHONE: 651-487-8252  
FAX: 651- 487-8255 \_ E-MAIL: KAREN.KENDALL@CL.STPAUL.MN.US

Thank you for your interest in volunteering at Como Park Zoo and Conservatory. This letter will give you information about volunteer programs supporting the Como campus along with some of the seasonal opportunities.

Annually, more than 1300 adult and youth volunteers support programs at Como. Volunteers enhance the experience of every visitor to the Zoo & Conservatory. Volunteers make an extraordinary number of special events possible and they comprise a critical component in the execution of day-to-day operations.

You can volunteer in one or more of our many annual special events, assist with sales in the Conservatory's gift shop, serve as a regular gardener's aide in the Conservatory, periodically assist office staff, or join a committee which supports the Gallery Garden Art display, the Conservatory gift shop or a special event. Or, you could share information about the plants and animals with visitors as part of our interpretive program.

The special events at Como Zoo & Conservatory require extraordinary resources and cannot be accomplished without a strong volunteer base. Some of the special events include:

- The Como Golf Classic in early August
- The HUGE Zoo Boo Event in October
- Evening Garden Parties & Afternoon Teas
- Conservatory Music Programs
- Holiday Magic in December Winter
- Spring Earth Day Walk/Run in April

Volunteers must be at least 17 years of age if working independently. If youth under the age of 17 are accompanied by an adult each time they volunteer, fun and appropriate opportunities are available. Several special programs are available for a limited number of youth ages 13 -17 during the summer months. The application and acceptance process for these programs occurs in March and May.

Unless they are involved in special events or committees, volunteers must commit to a regular schedule—generally a three hour shift once a week or twice a month on a day of your choice for at least six months. Como Zoo & Conservatory is open 365 days a year, so weekend and weekday opportunities are plentiful. Most volunteers who have primarily evening availability, work on committees, special events, and at-home projects such as woodworking, sewing and ironing.

Changes occurring in the next few years at Como Park will be significant. Your involvement now can make enormous long term differences! Como's proud history and traditions are rich with the contributions of volunteers sharing their skills & talents for the benefit of all. Interested volunteers need to complete and return a volunteer application. Please call for more information.

Sincerely,

**Karyn Thompson**  
*Manager of Volunteer Programs*  
651-487-8247

**Kate McNulty**  
*Volunteer Coordinator*  
651-487-8287

**Karen Kendall**  
*Volunteer Coordinator*  
651-487-8252

## **SPECIAL EVENT/PROJECT VOLUNTEER OPPORTUNITIES** *(Examples...)*

**GARDEN PARTIES AND AFTERNOON TEAS** are lavish fund raising events held on specific Sunday evenings and weekday afternoons in the Conservatory gardens. Volunteers help as servers, hosts, with table or food display.

**ZOO BOO** is a five night fund raiser for Como Campus, providing a safe non-violent place for children to celebrate Halloween. Pre-event jobs include planning committees, costume sewing/repair, prop construction & painting, pumpkin carving & set up. 200 volunteers are needed each of the five nights to dress in costumes (we supply), or to help others with makeup, costumes, ticket sales, refreshments, parking, set up & takedown. FUN!

**HOLIDAY MAGIC** is held in November and December when the Zoo has holiday lights on display. Volunteers assist with set up, ticket sales, the serving of food and as hosts or hostesses at evening events in the Conservatory.

**EARTH DAY WALK / RUN** is a fund raiser for Como Campus held on a Saturday in mid-April. Over 100 volunteers register participants, distribute water and snacks, set up, dress in costume or share information about Earth Day topics.

**COMO GOLF CLASSIC** is a fund raiser for Como Campus held on a Monday in early August. Sixty volunteers help set up, register participants, distribute packets and snacks, monitor holes, assist with prizes and dinner or take down.

**JAPANESE LANTERN LIGHTING FESTIVAL** is a cultural event for the whole family! The event is held on a Sunday in late August. Some volunteers assist at the event and some assist year round in work groups planning different aspects of the event.

**EDUCATION OPPORTUNITIES** include assisting a teacher with youth art classes, day camps or youth classes with an environmental theme, research, editing, writing, data entry, layout, web site development, curriculum development.

**GROUND MAINTENANCE** Assist in care of small flowering beds, shrubbery areas, the open grassy regions and the wooded lots throughout & surrounding the Zoo and Conservatory grounds. Great for a group project!

**PROJECTS THAT CAN BE DONE AT HOME** include: sewing, laundering, ironing, silver polishing, crocheting or embroidering napkins, small craft projects, larger wood working projects, making calls to coordinate events, etc.

### **LONG TERM**

**GIFT SHOP SALES CLERK** in the Conservatory with wonderful gardening theme items: books, live plants, aroma therapy products, vases, jewelry, motif clothing, cards and children's items. Ring up purchases, answer questions, dust, stock, and bag purchases. Shopper's discount of 25% offered to these volunteers. Shifts: 10am-1pm or 1-4pm-any day.

**ZOO & CONSERVATORY EDUCATION** - INTERPRETIVE VOLUNTEERS engage visitors in informal conversation about our animal and plant collections as well as the relationships between plants and animals. These programs can be facilitated by using the collections on display or through the use of a wide variety of props. Limited opportunities for displaying small animals are available with staff support. Six month commitment.

**JAPANESE GARDEN INTERPRETERS** are supported by a three-part training late April to mid May. Volunteers are stationed in the outdoor Japanese Garden any day of the week for 3 hours between 10am and 6pm. Volunteers share information with the public about the philosophy and symbolism present in the Como Japanese Garden.

### **GARDENER AIDE VOLUNTEERS**

Conservatory: Year round shifts are any day of the week: 7:30-10:30am. Able bodied volunteers weed, deadhead, move material, groom plants, sweep and transplant. Able bodied volunteers only. One year commitment.

*Spring - Fall:* Japanese Garden 9am-12pm on Wednesdays. Self-directed able-bodied volunteers who appreciate the solitary outdoor environment weed and do basic grooming. Time off for vacations expected.

*Outdoor Garden Assistant* Able-bodied volunteers care for the "Enchanted (Wildflower) Garden" in front of the Conservatory by weeding and performing basic grooming.

**"OUR FAIR CAROUSEL" ASSISTANT** is a summer opportunity. Staff the souvenir shop, sell tickets, provide instructions and oversee riding safety. This is a separate program from the Zoo & Conservatory program but, with your permission, we will pass on your application to the primary volunteer contact for "OUR FAIR CAROUSEL".

## **VOLUNTEER APPLICATION FOR COMO PARK ZOO & CONSERVATORY CAMPUS**

### **PERSONAL INFORMATION**

Date of Application : \_\_\_\_\_

NAME			DATE OF BIRTH / /XXXX	
ADDRESS			CONTACTS – <i>remember area codes!</i>	
CITY	STATE	ZIP -	home ( )	work ( )
			E-mail:	
AGE GROUP: <input type="checkbox"/> Under 18 <input type="checkbox"/> 19-35 <input type="checkbox"/> 36-50 <input type="checkbox"/> 51-65 <input type="checkbox"/> 66 & Over				

**MN State Law requires that you answer this question:** Have you ever been convicted of a felony?

Circle:    YES       NO

### **YOUR INTERESTS**

Please rate your preference for the following Volunteer opportunities (*please use numbers for long term, check short term interests*).

<b>SHORT TERM:</b> (One time/ short term Projects)	<input type="checkbox"/> Zoo Boo: ( <input type="checkbox"/> Costumed Character or <input type="checkbox"/> un-Costumed support) <input type="checkbox"/> Como Golf Classic <input type="checkbox"/> Earth Day 5K Assistant <input type="checkbox"/> Japanese Lantern Lighting Festival <input type="checkbox"/> Other Special Event support <input type="checkbox"/> Grounds Maintenance <input type="checkbox"/> Environmental Research & Writing <input type="checkbox"/> Graphics/Signage <input type="checkbox"/> Evaluation <input type="checkbox"/> Web Site Development <input type="checkbox"/> Summer Day Camp (w/children) Assist. <input type="checkbox"/> Working with art & school children <input type="checkbox"/> Data entry <input type="checkbox"/> Office support <input type="checkbox"/> Como Zoo&ConservatorySociety (CZCS) Member Events <input type="checkbox"/> At home support: <input type="checkbox"/> sewing <input type="checkbox"/> laundering <input type="checkbox"/> ironing <input type="checkbox"/> woodwork <input type="checkbox"/> craft projects <input type="checkbox"/> phone calls to plan events
	<b>LONG TERM:</b> (1 yr unless otherwise noted)

\* May-Sept.

Days possibly available to Volunteer (*please number according to preference*)

Mornings: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> SA <input type="checkbox"/> SU	Notes:
Afternoons: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> SA <input type="checkbox"/> SU	
Occasional Evenings _____	

### **OTHER IMPORTANT INFORMATION**

Physical restrictions or medical conditions that we should be aware of:

<input type="checkbox"/> No heavy lifting	<input type="checkbox"/> Limited stooping/ bending	<input type="checkbox"/> Limited reaching	<input type="checkbox"/> Limited standing
<input type="checkbox"/> Allergies	<input type="checkbox"/> Sensitive to sunlight	<input type="checkbox"/> Other - <i>please explain below</i>	
Details:			

Local person to notify in case of an emergency:

NAME			RELATIONSHIP
ADDRESS			CONTACTS - Area Code: Home (    ) Work (    )
CITY	STATE	ZIP -	

### **EXPERIENCE**

Briefly describe your education and the skills used during your paid and volunteer experiences. For example: customer service / data entry

<b>Skills &amp; Special Interests</b>
<b>Volunteer</b>
Employment: <input type="checkbox"/> currently employed with: _____ <input type="checkbox"/> full time <input type="checkbox"/> part time Retirement: <input type="checkbox"/> retired from: _____
<b>Education</b>

### **YOUR THOUGHTS ON VOLUNTEERING**

Why do you want to volunteer at the Como Park Zoo or Conservatory Campus?

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Which of your skills and experiences would you like to utilize at the Como Park Campus?

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From where/whom did you hear about our need for volunteers

<input type="checkbox"/> Newspaper <input type="checkbox"/> While visiting Como Park <input type="checkbox"/> A current Como Zoo or Conservatory Volunteer <input type="checkbox"/> Friend/Neighbor <input type="checkbox"/> Other - <i>Please explain:</i>
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☐ Please contact me with information about becoming a member of the Como Zoo & Conservatory Society

#### **PLEASE RETURN THIS TO:**

Como Park Campus  
Attn: Volunteer Program  
1325 Aida Place  
St. Paul, MN 55103

If you have any questions please feel free to call  
Karyn, Kate, or Karen, Volunteer Services,  
Como Park Campus at (651) 487-8252.